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IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

Application Serial No.....09/396,701
Filing Date.....9/15/99
Inventorship..... Gupta et al.
Applicant..... Microsoft Corporation
Attorney's Docket No.MS1-388US

Title: Facilitating Annotation Creation and Notification Via Electronic Mail

TRANSMITTAL LETTER AND CERTIFICATE OF MAILING

To: Commissioner of Patents and Trademarks,
Washington, D.C. 20231

From: Allan T. Sponseller (Tel. 509-324-9256; Fax 509-323-8979)
Lee & Hayes, PLLC
421 W. Riverside Avenue, Suite 500
Spokane, WA 99201



The following enumerated items accompany this transmittal letter and are being submitted for the matter identified in the above caption.

1. Transmittal letter including Certificate of Mailing
2. Notice to File Missing Parts of Application
3. Executed Declaration
4. Assignment with Recordation Form Cover Sheet
5. Return Post Card

Large Entity Status [x] Small Entity Status []

Applicant hereby requests an extension of time in any case such an extension is necessary. The fee should be charged to the Deposit Account indicated below.

The Commissioner is hereby authorized to charge payment of fees or credit overpayments to Deposit Account No. 50-0463 in connection with any patent application filing fees under 37 CFR 1.16, and any processing fees, including any necessary extension fees under 37 CFR 1.17.

Date: 12/1/99

By: 
Allan T. Sponseller
Reg. No. 38,318

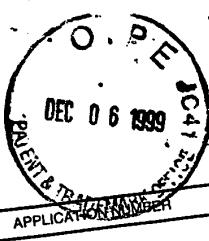
CERTIFICATE OF MAILING

I hereby certify that the items listed above as enclosed are being deposited with the U.S. Postal Service as either first class mail, or Express Mail if the blank for Express Mail No. is completed below, in an envelope addressed to The Commissioner of Patents and Trademarks, Washington, D.C. 20231, on the below-indicated date. Any Express Mail No. has also been marked on the listed items.

Express Mail No. (if applicable) _____

Date: 12/1/99

By: 
Dana L. Caihoun



UNITED STATES DEPARTMENT OF COMMERCE
Patent and Trademark Office
Address: COMMISSIONER OF PATENTS AND TRADEMARKS
Washington, D.C. 20231

APPLICATION NUMBER		FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NO./TITLE
09/396,701		09/15/99	GUPTA	A MS1-388US

ALLAN T SPONSELLER
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421 W RIVERSIDE AVENUE
SUITE 500
SPOKANE WA 99201

0242/1006

NOT ASSIGNED

9201
NOTICE TO FILE MISSING PARTS OF APPLICATION
Filing Date Granted

**NOTICE TO FILE MISSING PARTS OF
Filing Date Granted**

An Application Number and Filing Date have been assigned to this application. The items indicated below, however, are missing. Applicant is given TWO MONTHS FROM THE DATE OF THIS NOTICE within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a). If any of items 1 or 3 through 5 are indicated as missing, the SURCHARGE set forth in 37 CFR 1.16(e) of \$65.00 for a small entity in compliance with 37 CFR 1.27, or \$130.00 for a non-small entity, must also be timely submitted in reply to this NOTICE to avoid abandonment.

If no items on this form are filed within the period set above, the total amount owed by applicant as a small entity is \$ 1,100.

If all required items on this form are filed within the period set above, the total amount owed by applicant as a
 small entity (statement filed) non-small entity is \$ 1,700.
The basic filing fee is:

- If all required items on this page are checked, the filing fee is \$100.00.

small entity (statement filed) non-small entity

1. The statutory basic filing fee is:

 - missing.
 - insufficient.

Applicant must submit \$ 760 to complete the basic filing fee and/or file a small entity statement claiming such status (37 CFR 1.27).

2. The following additional claims fees are due:

\$ <u>392</u>	for	<u>19</u>	total claims over 20.
\$ <u>468</u>	for	<u>6</u>	independent claims over 3.

for multiple dependent claim surcharge.

or multiple independent claim fees or cancel additional claims for which fees are due.

\$ 392 for 6 independent claims over.
\$ 468 for 6 multiple dependent claim surcharge.
\$ _____ for multiple dependent claim surcharge.
Applicant must either submit the additional claim fees or cancel additional claims for which fees are due.
The oath or declaration: _____
residence information and identifying th

3. The path or URL is missing or unsigned.
 does not cover the newly submitted items.
An oath or declaration in compliance with 37 CFR 1.63, including residence information, the above Application Number and Filing Date is required.

4. The signature(s) to the oath or declaration is/are by a person other than inventor or person qualified under 37 CFR 1.42, 1.43 or 1.47.
A properly signed oath or declaration in compliance with 37 CFR 1.63, identifying the application by the above Application Number and Filing Date, is required.

5. The signature of the following joint inventor(s) is missing from the oath or declaration:
_____, 37 CFR 1.63 listing the names of all inventors and signed by the omitted _____, Application Number and Filing Date, is required.
37 CFR 1.21(m)).

An oath or declaration in compliance with 37 CFR 1.63 listing the names of all inventors and signed by the omitted inventor(s), identifying this application by the above Application Number and Filing Date, is required.
~~or processing fee is required since your check was returned without payment (37 CFR 1.21(m)).~~
~~or because your check was returned without payment.~~

5. The signature of the following joint inventor(s), identifying this application by the above Application Number and Filing Date, is required.

6. A \$50.00 processing fee is required since your check was returned without payment (37 CFR 1.21(m)).

7. Your filing receipt was mailed in error because your check was returned without payment.

8. The application was filed in a language other than English. Applicant must file a verified English translation of the application, the \$130.00 set forth in 37 CFR 1.17(k), unless previously submitted, and a statement that the translation is accurate (37 CFR 1.52(d)).

9. OTHER: _____

Any questions about this notice to "Attention: Box Missing Parts." **DO NOT be returned with the reply.**

9. OTHER: _____
Direct the reply and any questions about this notice to "Attention: Box Missing Parts."
**ALL INFORMATION CONTAINED IN THIS NOTICE MUST BE RETURNED WITH THE
REPLIES TO THE BUREAU OF ALABAMA STATE POLICE.**

9. OTHER: _____
Direct the reply and any questions about this notice to "Attention: Box 1".
A copy of this notice MUST be returned with the reply.

Customer Service Center
Initial Patent Examination Division (703) 308-1202

MUST be returned with
12/03/1993 CCETIN 00000035 500463 09396701
DIA 00 EN

01 FC:101	760.00 CH
02 FC:105	130.00 CH
03 FC:106	460.00 CH
04 FC:107	342.00 CH